



**ADA COUNTY
ASSESSOR**

REBECCA W. ARNOLD
www.adacounty.id.gov/assessor

9115 Chinden Blvd.
Suite 103
Garden City, ID 83714

Phone (208) 577-3135
Fax (208) 577-4662

_____ Date

TO: Lien holder

Lien holder Mailing Address

Lessor EIN# (mandatory if leased)

Lien holder City, State Zip

Account or Loan Number

RE: Applicant

Vehicle Year Make Model

Applicant's Street Address

Vehicle Identification Number

Applicant's City, State Zip

Applicant's Daytime Phone #

An application has been made by your client(s) named above to title and register their vehicle in Idaho. The applicant has stated that you are holding the current vehicle title, as lien holder. The State of Idaho requires that the out-of-state certificate of title be surrendered before titling and registration can be completed. If you have an electronic title, please request a paper title from your state, so that we may assist your customer.

Please submit the title and a photocopy of this letter to the address shown below. ***If your lien is still active, it will be recorded on the Idaho title, which will in turn be mailed to you after issuance.*** If your lien is no longer active, please release the lien on the title and surrender it to this office.

Your client will not be able to obtain a permanent registration in Idaho until the title you are holding is submitted.

Sincerely,

Rebecca W. Arnold
Assessor

By: Deputy Assessor
Ada County Processing Center
PO Box 140019
Garden City, ID 83714
208-577-3135

** NOTE: If the applicant's vehicle is a leased vehicle, please provide the lessor's Idaho sales permit number